

## CLAIMS

1. A method of managing information-bearing content files stored in a computer file system; the computer file system being divided into directories; the method comprising:
- 5       locating one or more content files; each content file being stored in a directory of the computer file system;
- 10       associating one or more template files with each directory in which at least one content file is stored; each template file being effective, when applied to a content file, to carry out a respective pre-determined operation on the content file; and
- 15       applying the or each template file associated with a given directory to each content file stored in that directory.
2. A method as claimed in claim 1 in which the computer file system is divided into a hierarchical arrangement of directories and in which the one or more templates associated with each directory located in the direct hierarchical path from a
- 20       directory in which a content file is stored up to and including the uppermost directory in the hierarchical arrangement are also associated with the directory in which the content file is stored.
- 25       3. A method as claimed in claim 1 or claim 2 in which the association of a template with a directory is made on the basis of the template file being stored in that directory.
- 30       4. A method as claimed in any of claims 1 to 3 further comprising:
- associating metadata with each content file; and

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- means for locating one or more content files; each content file being stored in a directory of the computer file system;

means for associating one or more template files with each directory in which at least one content file is stored; each template file being effective, when applied to a content file, to carry out a respective pre-determined operation on the content file; and

means for applying the or each template file associated with a given directory to each content file stored in that directory.

7. Apparatus as claimed in claim 5 or claim 6 in which the the means for associating one or more templates with each directory makes the association of a template with a directory on the basis of the template file being stored in that directory.

8. Apparatus as claimed in any of claims 5 to 7 further comprising:

means for associating metadata with each content file; wherein

the respective pre-determined operation on each content file upon the application of an associated template file is carried out on the basis of the respective associated metadata .

- 5 9. A computer program storage device readable by a computer, said device embodying computer readable code executable by the computer to perform the method according to any one of claims 1 to 4.

10. A signal embodying computer executable code for loading into a computer for the  
10 performance of the method according to any one of claims 1 to 4.

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T02T20-64E0000